

Working with Themes, Quick Parts, Page Backgrounds, and Headers and Footers

7

LESSON SKILL MATRIX

| Skill | Exam Objective | Objective Number |
|---|---|------------------|
| Formatting, Creating, and Customizing a Theme | Use a theme to apply formatting. | 3.2.1 |
| | Customize a theme. | 3.2.2 |
| Using Quick Parts in a Document | Add built-in building blocks. | 3.3.1 |
| Formatting a Document's Background | Set a colored background. | 3.4.2 |
| | Format a document's background. | 3.4.1 |
| | Add a watermark. | 3.4.3 |
| | Set page borders. | 3.4.4 |
| Creating and Modifying Headers and Footers | Insert page numbers. | 3.5.1 |
| | Format page numbers. | 3.5.2 |
| | Insert the current date and time. | 3.5.3 |
| | Insert a built-in header or footer. | 3.5.4 |
| | Apply a different first page attribute. | 3.5.8 |
| | Add content to a header or footer. | 3.5.5 |
| | Change margins. | 3.5.7 |
| | Delete a header or footer. | 3.5.6 |

KEY TERMS

- building blocks
- content controls
- document theme
- fields
- footer
- header
- watermarks

You are a content manager for Flatland Hosting Company, a position in which you are responsible for writing and editing all client material, such as hosting guidelines and agreements. When creating and revising documents, several Word commands can help you work more efficiently. In this lesson, you learn to apply a theme to a document, add content to a document using quick parts, and insert page numbers, headers, and footers.

FORMATTING, CREATING, AND CUSTOMIZING A THEME

The Bottom Line

Word provides features such as themes and Quick Parts to produce creative and professional documents. In this lesson, you learn to change the appearance of the document using the existing and customized themes and inserting building blocks in the document.

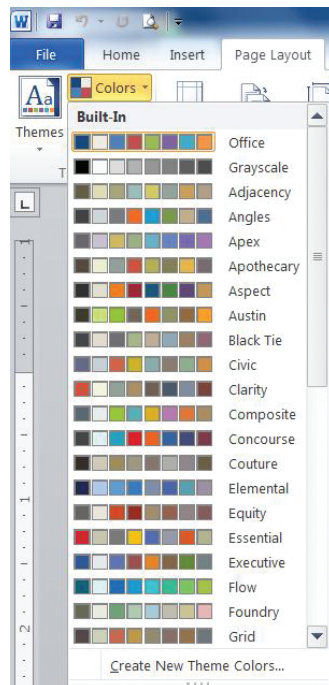
Formatting a Document with a Theme

Predefined formatting preferences allow you to change the overall appearance of the document by selecting and applying a theme. A **document theme** is a set of predefined formatting options that includes theme colors, fonts, and effects. You can apply one of the preexisting themes or create and customize a theme. Document themes contain the following elements: theme colors, theme fonts, and theme effects. In this exercise, you learn how to apply a document theme in Word.

Theme colors contain four text and background colors, six accent colors, and two hyperlink colors. Click the Theme Colors button to change the colors for the current theme, as shown in Figure 7-1.

Figure 7-1

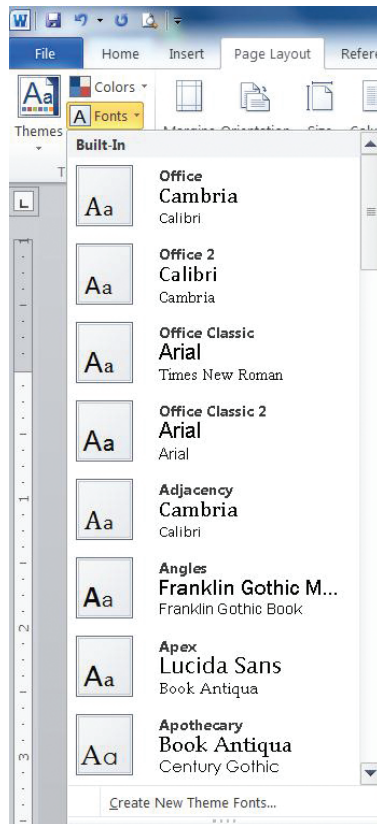
Theme Colors menu



Theme fonts contain a heading font and a body text font. Click the Theme Fonts button to change the fonts for the current theme, as shown in Figure 7-2.

Figure 7-2

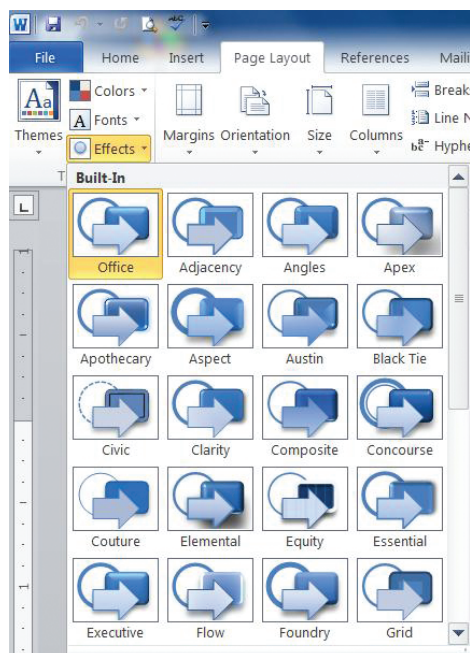
Theme Fonts menu



Theme effects are sets of lines and fill effects. Click the Theme Effects button to change the effects for the current theme, as shown in Figure 7-3.

Figure 7-3

Theme Effects menu



STEP BY STEP**Format a Document with a Theme**

OPEN the *hosting* document from the data files for this lesson.

1. On the Page Layout tab, in the Themes group, click **Themes**; the Themes menu opens, as shown in Figure 7-4.

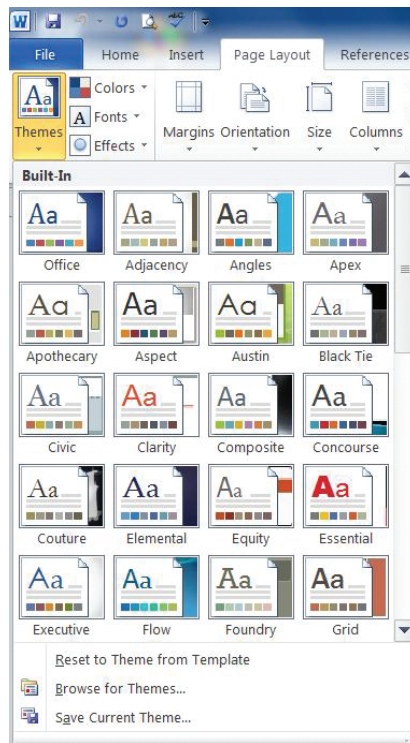
Figure 7-4

Document Themes menu

@ The *hosting* document for this lesson is available on the book companion website or in WileyPLUS.



WileyPLUS Extra! features an online tutorial of this task.



2. Place your insertion point over any built-in theme and notice that the document changes to display a live preview of your document.

Take Note

Applying a theme changes the overall design of the entire document.

**CERTIFICATION
READY? 3.2.1**

How do you apply a theme to a document?

3. Click the **Grid** theme and the elements are applied to the document.
 4. **SAVE** the document as *hosting_term* in your USB flash drive in the lesson folder.
- PAUSE. LEAVE** the document open to use in the next exercise.

Creating and Customizing a Theme

In a business environment, the company may want to show consistency by customizing a theme to be used for reports throughout the organization. In this exercise, you create, customize, and apply a new theme to a document.

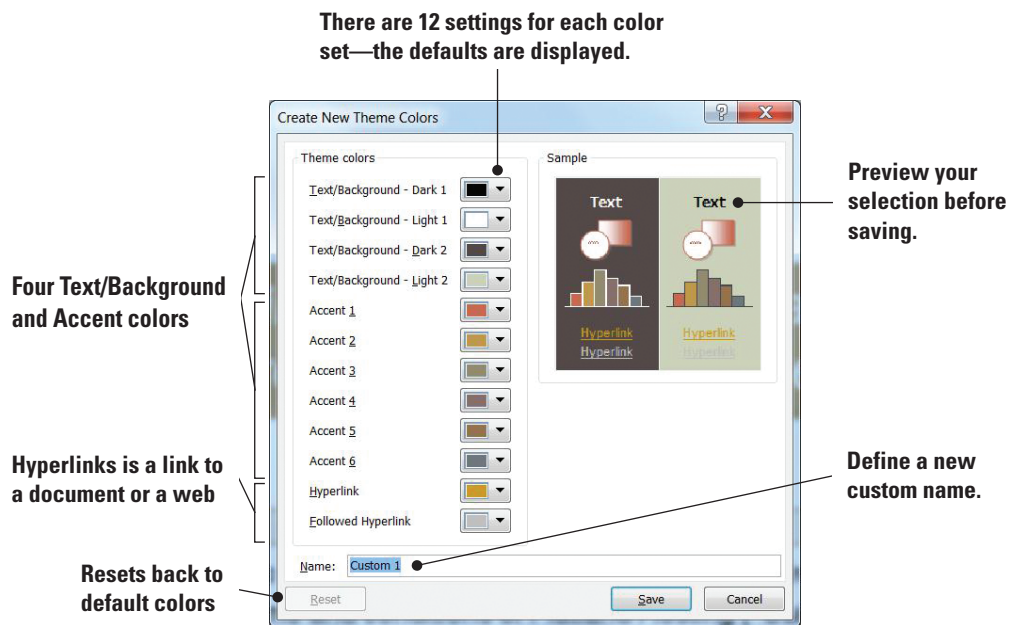
STEP BY STEP**Create and Customize a Theme**

USE the document that is open from the previous exercise.

1. In the Themes group, click the **Theme Colors** button to open the Colors menu (refer to Figure 7-1). The Theme Colors contain predefined formatting colors with text and background colors, six accent colors, and two hyperlink colors. These colors can be customized and saved with a new name.
2. At the bottom of the Colors menu, click **Create New Theme Colors**; the Create New Theme Colors dialog box opens (see Figure 7-5).

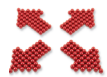
Figure 7-5

Create New Theme Colors
dialog box



Take Note

Throughout this chapter you will see information that appears in black text within brackets, such as [Press **Enter**], or [your email address]. The information contained in the brackets is intended to be directions for you rather than something you actually type word-for-word. It will instruct you to perform an action or substitute text. Do not type the actual text that appears within brackets.



Another Way

You can edit the Colors and Fonts in the Styles group, under Change Styles.

3. In the **Name** text box, replace Custom 1 by keying **Corporate_[your initials]**. Click **Save**; the dialog box closes and you have defined a new custom theme color name based on default colors.
4. Click **Colors** and under the Custom section place your insertion point over Corporate_[your initials]. Right-click this theme name, then click **Edit** from the pop-up menu that appears. The EditTheme Colors dialog box appears.
5. In the list of theme colors, click the **Accent 2 drop-down arrow** to produce a menu of colors for this element. In the fourth column of the menu's sixth row select **Tan, Text 2, Darker 50%**. Click **Save**. You changed the default color to a specific color and created your own custom theme colors for your document.
6. Click the **Fonts** button to produce the Theme Fonts menu (refer to Figure 7-2). In the menu, click **Create New Theme Fonts**; the Create New Theme Fonts dialog box opens. In the Name text box, replace Custom 1 by keying **CorporateFonts_[your initials]**.
7. Change the Heading Font and Body Font to **Arial**; notice the preview of your font choices that appears in the Sample pane of the dialog box. Click **Save** to close the dialog box and apply your font choices to the document.

Take Note

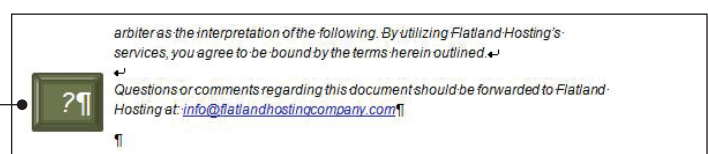
A quick way to change fonts is by keying the font name.

8. Click the **Effects** button and select **Concourse** from the menu that appears (refer to Figure 7-3). When applying shapes to your document, such as a bevel shape, the shape will display based on the effect you selected. Notice the change in the bevel shape on page one by the second paragraph under the heading *Introduction* (see Figure 7-6).

Figure 7-6

Sample Bevel Shape
with Theme Effects

Applying one of the Theme Effects produces a different effect on the bevel shape.



**CERTIFICATION
READY? 3.2.2**

How do you customize a theme?

9. **SAVE** the document as **hosting_term1** in your USB flash drive in the lesson folder. **PAUSE. LEAVE** the document open to use in the next exercise.

Take Note

Document themes are the same throughout all Office programs and can share the same appearance.

USING QUICK PARTS IN A DOCUMENT

The Bottom Line

Building blocks are organized in galleries and sorted by category. In the Building Block gallery, you can insert cover pages, headers, footers, page numbers, text boxes, and watermarks. Another term for building blocks is AutoText, and both features are used the same way. In this exercise, you learn to use built-in building blocks and insert fields in a document.

NEW
to Office 2010

Using Built-In Building Blocks

Building blocks contain several built-in reusable content such as text, graphics, and objects. Building blocks are easily managed and inserted in a document for a quick format.

STEP BY STEP

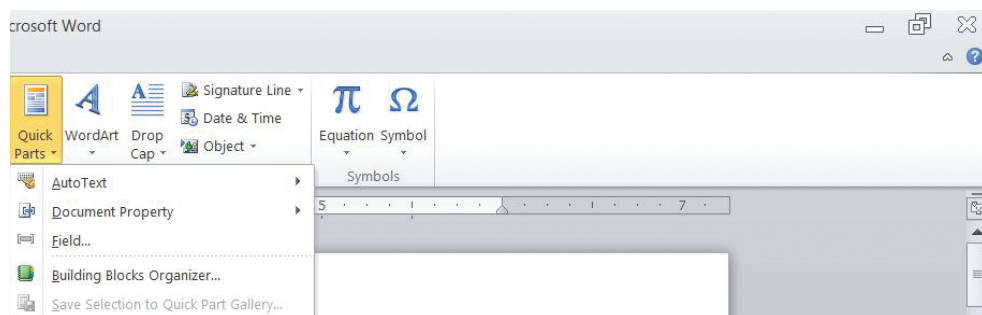
Use Built-In Building Blocks

USE the document that is open from the previous exercise.

1. On the Insert tab, in the Text group, click the **Quick Parts** button to display the Quick Parts menu, as shown in Figure 7-7.

Figure 7-7

Quick Parts menu



2. Click the **Building Blocks Organizer** menu option to display the Building Blocks Organizer dialog box, as shown in Figure 7-8. In the left pane of the dialog box, the preformatted elements or building blocks are listed by name; the Gallery column indicates the gallery that contains each building block, and the Category column indicates each element's general type, while the Template column indicates within which template the element is stored. You can use the buttons at the bottom of the dialog box to delete and edit selected building blocks. The right pane previews your selections.
3. Click the **Name** heading to sort the building blocks by name.
4. Scroll down the list and select **Confidential 1 Watermark**.



Troubleshooting

You can adjust the Name column by dragging the resize bar to the right to change the width.

**CERTIFICATION
READY?**

3.3.1

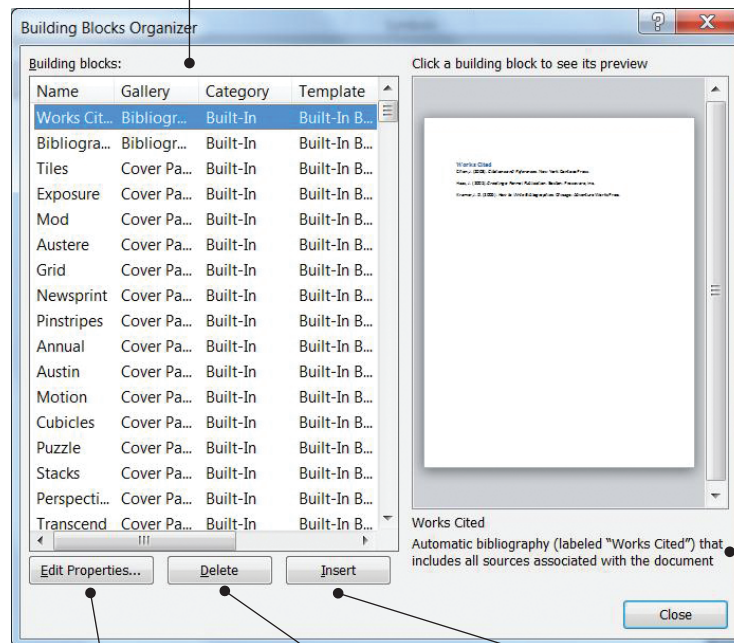
How do you insert a quote in a document using the Building Blocks Organizer?

5. Click the **Insert** button. The Confidential watermark appears behind the text on every page.
6. Display the **Building Blocks Organizer** dialog box. Click the **Gallery** heading to sort the building blocks by gallery.
7. Scroll down and select the **Austin Pull Quote** from the Text Box gallery. Click **Insert** and pull quote is inserted in the document as shown in Figure 7-9. You can key text in the placeholders or drag and drop text in the area.

Figure 7-8

Building Blocks Organizer

Easily sort list by column heading



Preview selected building block

A brief description of the building block

Building blocks are a collection of templates and stored as such.

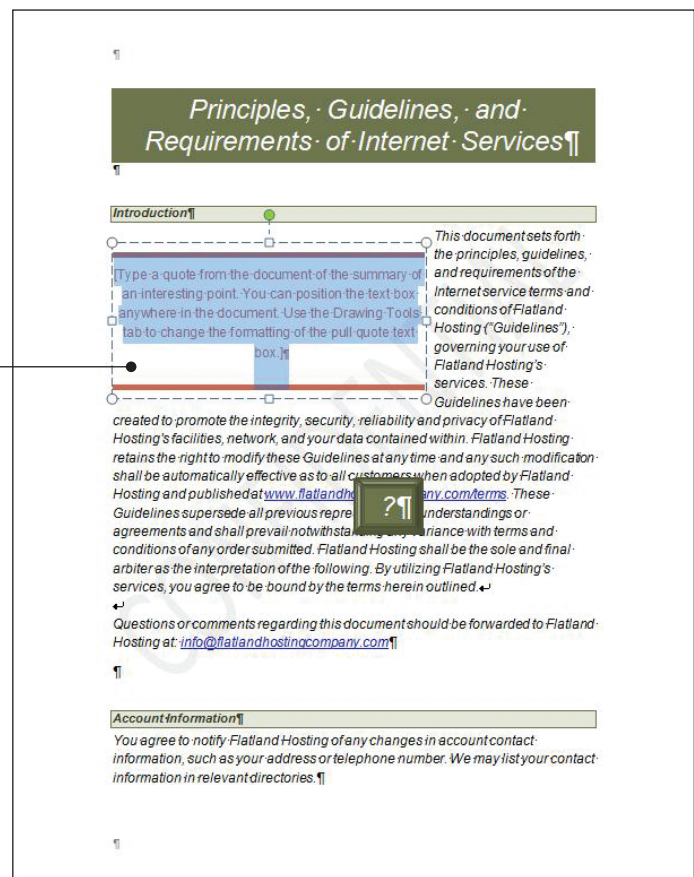
Removes the selected building block name from the gallery.

Inserts the building block in the document

Figure 7-9

Document with text box pull quote

Place pointer on hyphenated lines around text box and drag and drop to the end of first paragraph.



8. Under the heading, Introduction, select the second paragraph beginning with "Questions or comments. . . ." Move the selected text inside the quote area by dragging and dropping. Delete the line break and one paragraph mark after the first paragraph under *Introduction*.
9. Place your pointer on the hyphenated lines around the quote text box—the pointer changes to four arrows to allow you to drag and drop. Drag the quote to the end of the first paragraph until it wraps around the last seven lines of the paragraph.

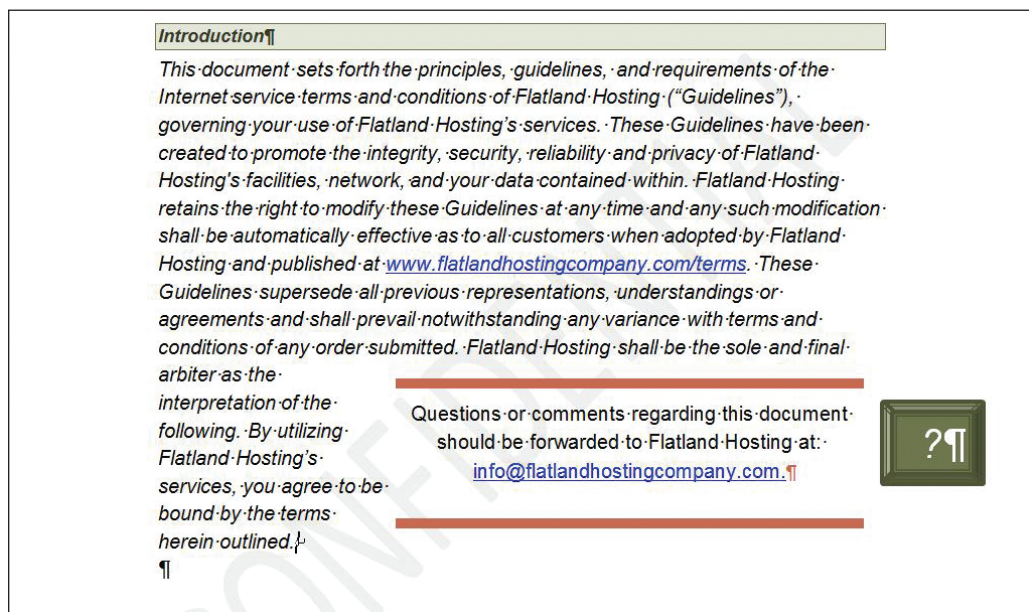


Troubleshooting Deselect the text box and select again to see the hyphenated lines around the text box.

10. Select the Bevel shape—the pointer changes to four arrows to allow you to drag to a new location. Drag the Bevel shape by the quote text box on the right margin (see Figure 7-10).

Figure 7-10

Document with text box pull quote wrapped around paragraph with bevel shape



CERTIFICATION READY? 3.3.1

How do you insert a building block text box using the Building Blocks Organizer?

CERTIFICATION READY? 3.3.1

How do you insert a header or footer in a document using the Building Blocks Organizer?

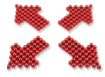
CERTIFICATION READY? 3.3.1

How do you insert a cover page using the Building Blocks Organizer?

11. Click outside the Bevel shape and press **Ctrl+End** to move the insertion point to the end of the document.
12. Display the Building Blocks Organizer dialog box. Scroll down and select **Alphabet Sidebar** from the Text Box Gallery. Click **Insert**. The text box is inserted at the end of the document and positioned on the left side of the document. Your next step is to insert text into the text box.
13. When selecting the paragraph, do not select the paragraph mark; this will avoid displaying the horizontal line in the Text Box twice. Select the paragraph above Refusal of Service beginning with "You and Flatland Hosting further agree . . ." and drag and drop the selection in the text box. Delete the two paragraph marks above the heading, Refusal of Service.
14. Click the **Building Blocks Organizer** to display the dialog box and select **Austin** in the Headers Gallery. Click **Insert**. A header with a border is inserted in every page of the document.
15. Select the text in the placeholder, *Type the document title* and key **Flatland Hosting Company** in the Header placeholder. Click the **Close Header and Footer** button located on the Header & Footer Tools Design tab. Inserting a header from the Building Block will automatically display the Header & Footer Tools tab.
16. Click the **Building Blocks Organizer** to display the dialog box and select **Conservative** in the Footers Gallery. Click **Insert**. A footer is inserted in every page of the document with the page number displayed.
17. Click the **Close Header and Footer** button from the Header & Footer Tools Design tab.

**CERTIFICATION
READY? 3.3.1**

How do you insert a watermark using the Building Blocks Organizer?

**Another Way**

On the Insert tab, in the Pages group, click the Cover Page button to insert a cover page.

18. Click the **Building Blocks Organizer** to display the dialog box and select **Austin** in the Cover Page Gallery. Click **Insert**. The cover page is inserted as page 1.

19. Key the following information in the placeholders:

Abstract: **Flatland Hosting Company will set guidelines and requirements for use of Flatland Hosting services.**

Document Title: Flatland Hosting Company automatically appears

Subtitle: **Guidelines & Agreements**

Type the Author Name: **A. Becker**

20. **SAVE** the document as **hosting_term2** in your USB flash drive in the lesson folder and **CLOSE** the file.

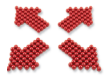
PAUSE. LEAVE Word open to use in the next exercise.

**Troubleshooting**

If you experience problems in saving the author's name, complete one of the following actions: (1) Click the File tab, then Options. In the General category, under Personalize your copy of Microsoft Office section, key the author's name by the User name box and initials. Changing the User Name will be discussed in Lesson 9; (2) Click the File tab and in the section Prepare for Sharing, click the *Allow this information to be saved in your file link* and then save. Prepare for Sharing will be discussed in Lesson 13.

**Ref**

Later in this lesson, you will learn to insert a watermark in the Page Background group.

**Another Way**

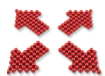
In the Header & Footer group, you can insert a header or footer or page number.

Inserting an Equation

Microsoft Word 2010 has built-in equations, which can be inserted from the Quick Parts gallery or using the Equations command. You can use the Equation Tool Design tab, which displays when an equation is inserted in a document, to edit or construct your own equation. In this exercise, you learn to insert equations in a document.

STEP BY STEP**Insert an Equation****CERTIFICATION
READY? 3.3.1**

How do you add an equation to a document using the Building Blocks Organizer?

**Another Way**

In the Insert tab, Symbols group, click the Equation button and select an equation from the built-in menu.

OPEN a new blank Word document.

1. Click the **Insert** Tab and, in the Text group, click the **Quick Parts** button then click the **Building Blocks Organizer**.
2. In the Building Block Organizer dialog box, locate and click the **Expansion of a Sum** equation in the Equation Gallery. Click **Insert**. The Expansion of a Sum equation is inserted in the document. Position the insertion point after the equation placeholder and then press the **Enter** key twice to place a blank line below the placeholder.
3. In the Building Block Organizer dialog box, locate and click the **Area of Circle** equation, then click **Insert**. Position the insertion point after the equation placeholder and then press the **Enter** key twice to place a blank line below the placeholder.
4. In the Building Block Organizer dialog box, locate and click the **Binomial Theorem** equation. Click **Insert**. Click outside the equation placeholder, and press the **Enter** key twice.
5. **SAVE** the document as **equations** in your USB flash drive in the lesson folder and **CLOSE**.

PAUSE. LEAVE Word open to use in the next exercise.

Inserting a Field from Quick Parts

A **field** is a placeholder where Word inserts content in a document. Word automatically uses fields when specific commands are activated, such as those for inserting dates, page numbers, and a table of contents. When you insert a date field in a document, the date will be updated automatically each time the document is opened. In this exercise, you learn to insert a field in a document.

Fields, also called field codes, appear between curly brackets ({ }) when displayed. Field codes are turned off by default. To display field codes in a document, press Alt+F9. To edit a field, place the insertion point within the field and right-click and then click Edit Field.

STEP BY STEP

Insert a Field from Quick Parts

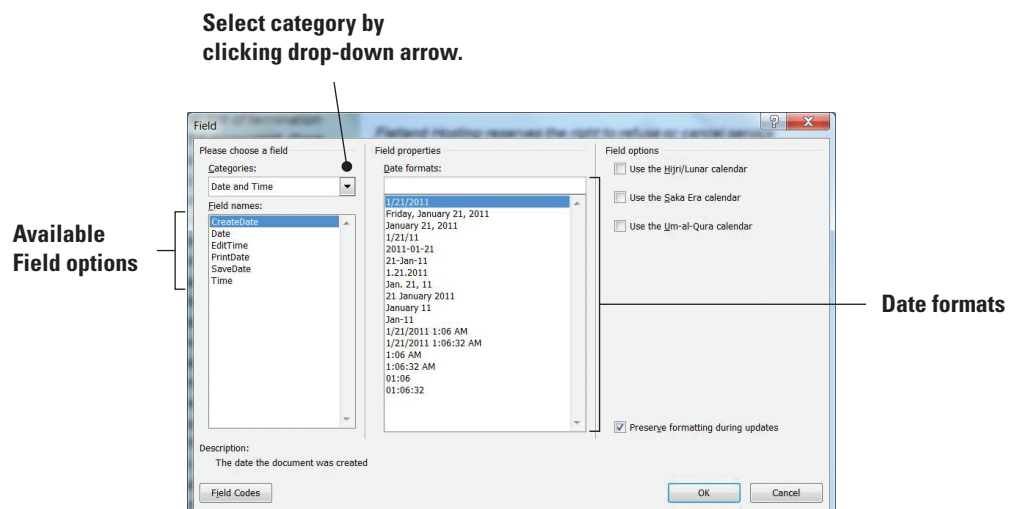
@ The *hosting_term2* document file for this lesson is available on the book companion website or in WileyPLUS.

OPEN the *hosting_term2* document from the lesson folder.

1. Press **Ctrl+End** to move to the end of the document. The insertion point is positioned on the last paragraph mark.
2. Key **Last Updated:** in bold and press the **spacebar** once after the colon.
3. On the Insert tab, in the Text group, click the **Quick Parts** button.
4. Click **Field** on the menu. The Field dialog box is displayed (see Figure 7-11).

Figure 7-11

Field dialog box



Another Way On the Insert tab, in the Text group, click Date & Time to open the Date and Time dialog box.

5. From the Categories drop-down list, click **Date and Time**.
6. In the Field Names list, click **Date**.
7. In the Date Formats list, select the ninth option with the **Day Month Year** format and click **OK** to close the dialog box and insert the date and time field in your document. The document should look similar to the one shown in Figure 7-12, with the exception that the current date will appear.
8. **SAVE** document as *hosting_term3* in your USB flash drive in the lesson folder and **CLOSE**.

PAUSE. LEAVE Word open to use in the next exercise.

Figure 7-12

Document with Date field inserted

of such information. In the event of termination of this agreement, there shall be no use or disclosure by either party of any such confidential information in its possession, and all confidential documents shall be returned to the rightful owner, or destroyed. The provisions of this section shall survive the termination of the agreement for any reason. Upon any breach or threatened breach of this section, either party shall be entitled to injunctive relief, which relief will not be contested by you or Flatland Hosting.

Refusal of Service

Flatland Hosting reserves the right to refuse or cancel service in its sole discretion with no refunds.

If any of these Guidelines are failed to be followed, it will result in grounds for immediate account deactivation.

Last Updated: 21 January 2011

FORMATTING A DOCUMENT'S BACKGROUND

The Bottom Line

Word's enhanced features allow the user to produce a creatively formatted document by changing the background color, inserting a watermark, and adding a border to the document.

Inserting a Page Color

Adding a background color to the title page of a report conveys originality. You may want to distinguish your research paper from others, for example, by adding a background color to the first page. It is important to use background colors in moderation and to choose a page color that will not interfere with the text. If text is dark, for example, then the background color should be light, and if text is light, a dark background would improve the document's readability. In this exercise, you learn to insert a page color in a document.



WileyPLUS Extra! features an online tutorial of this task.

STEP BY STEP

Insert a Page Color



The **hosting_term** document file for this lesson is available on the book companion website or in WileyPLUS.

OPEN **hosting_term** from your USB flash drive for this lesson.

1. Click the **Page Layout** tab.
2. In the **Page Background** group, click the **Page Color** button to open the color menu and gallery, as shown in Figure 7-13. Click to select **White, Background 1, Darker 5%**; the page color is applied.
3. **SAVE** the document as **hosting_term4** in your USB flash drive in the lesson folder.

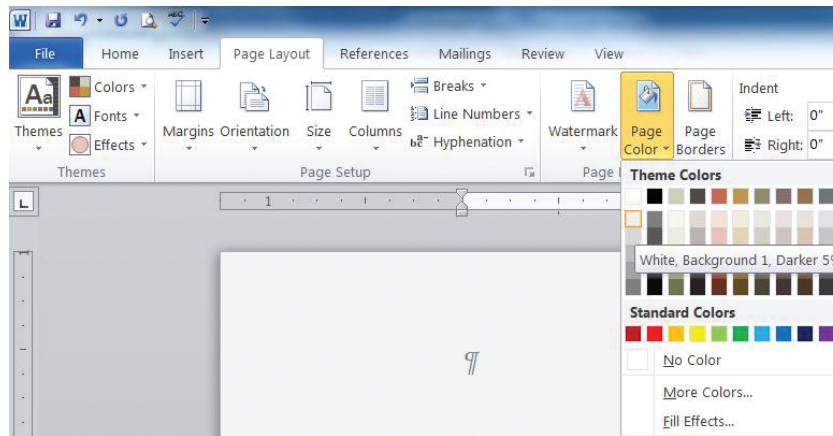
PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY?** **3.4.2**

How do you add a page color to a document?

Figure 7-13

Page Color menu



Formatting the Page Color Background

You can apply formatting to a page color background with one color or fill effect, such as gradient, texture, pattern, or a picture. A gradient fill is a shape fill that changes from one color to another based on the shading style selected. You can select from one color or two to preset colors. The layout of the page colors provides emphasis to the document. In this exercise, you learn to format the page background using two colors and changing the shading style.

STEP BY STEP

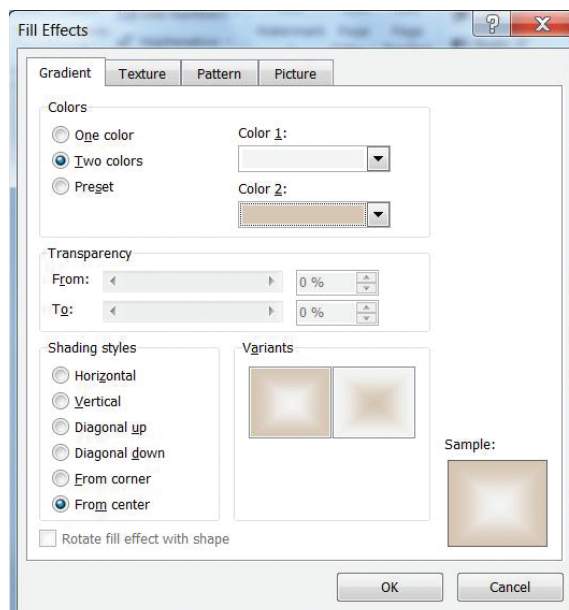
Format the Page Color Background

USE the document that is open from the previous exercise.

1. With the Page Layout tab active, click the **Page Color** button, and in the menu that appears, click **Fill Effects**. The Fill Effects dialog opens with the Gradient tab active.
2. Under the Colors section, select **Preset** and then click the **drop-down arrow** under the Preset colors section to view available background colors.
3. In the Gradient tab under the Colors section, select **Two colors**. Two options appear, Color 1 and Color 2. Under Color 2 click the **drop-down arrow** to produce the color palette. In the ninth column third row, select **Brown, Accent 5, Lighter 60%**. The selected color appears in the box under Color 2 (see Figure 7-14).

Figure 7-14

Fill Effects dialog box



**CERTIFICATION
READY? 3.4.1**

How do you format a page color background?

- Under the Variants section, samples of the two colors are displayed. Under the Shading Styles section, you have choices on how the style should appear in the document. Select **From Center**. Notice the lower-right corner produces Color 1 in the center and Color 2 outside. Click **OK**.

- SAVE** the document as **hosting_term5** in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.

Adding a Watermark

In business, some documents may contain sensitive information, and the nature of a document's status should be clearly conveyed on its pages. Word provides built-in text, called **watermarks**, that display lightly behind text as words, such as, *confidential*, *draft*, or *urgent*. Watermarks can be customized to include text or images, including company logos. In this lesson, you learn to customize a watermark and insert it into a document.

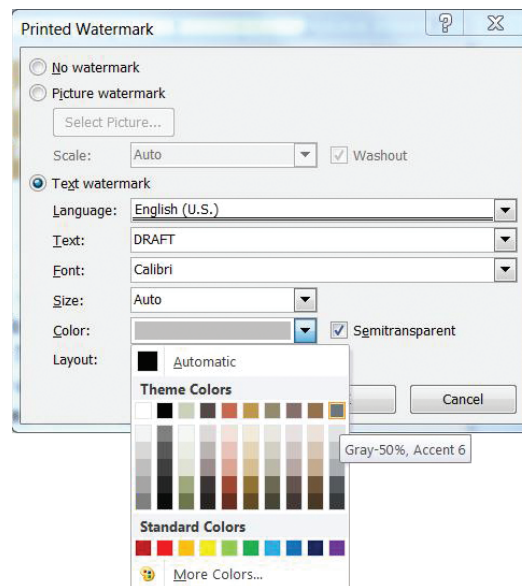
STEP BY STEP**Add a Watermark**

USE the document that is open from the previous exercise.

- In the Page Background group of the Page Layout tab, click the **Watermark** menu and scroll down to select **Custom Watermark**. The Printed Watermark dialog box opens. Select the **Text watermark** radio button and then click the **drop-down arrow** next to Text and select **Draft**. You can customize text watermarks by keying content in the text box or you can select from the drop-down menu.
- Click the **drop-down arrow** by Font and select **Calibri**. This will change the text watermark font.
- In the Color text box click the **drop-down arrow** and select **Gray-50%, Accent 6** in the Theme Colors (see Figure 7-15).

Figure 7-15

Printed Watermark dialog box

**CERTIFICATION
READY? 3.4.3**

How do you add a watermark to all pages in a document?

- Click **OK**. The watermark is inserted on all pages. Note, if you click **Apply**, the dialog box remains open and you can view your watermark in the document. When you click **OK**, the dialog box closes and you're back in the document screen.

- SAVE** the document in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.



Ref

Earlier in this lesson, you learned to insert a watermark using the Building Blocks Organizer.

Adding a Page Border

The Page Borders command allows you to insert a border around a document's page. Adding a border adds to the page or frame of a page and improves the appearance of the document. Applying elements by changing the color, width, and style adds emphasis to the page. In this lesson, you learn to add elements to a page border and insert them into a document.

STEP BY STEP

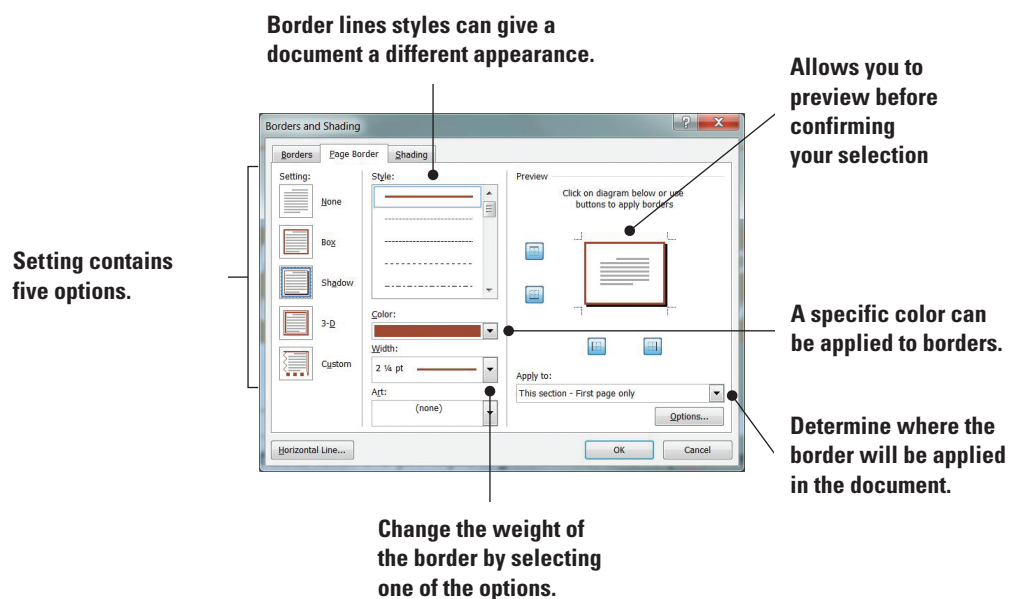
Add a Page Border

USE the document that is open from the previous exercise.

1. In the Page Background group of the Page Layout tab, click the **Page Borders** button. The Borders and Shading dialog box appears.
2. In the Setting section, click the **Shadow** option. Notice the lower-right bottom has a shadow effect to the border.
3. Click the drop-down arrow on the **Color** menu and in the ninth column, first row choose **Brown, Accent 5**. You are applying a specific color to the border.
4. Click the drop-down arrow on the **Width** menu and choose **2 1/4 pt**. The width of the border is increased to provide emphasis.
5. Click the drop-down arrow on the **Apply To** menu and click **This section—First page only** as shown in Figure 7-16. The page border is applied to the first page only.

Figure 7-16

Borders and Shading dialog box



**CERTIFICATION
READY? 3.4.4**

How do you add a page border to a document?

6. Click **OK**. Scroll and review your document and notice that the border does not appear on other pages.
 7. Select the bevel shape on page 1 and press **Delete**.
 8. **SAVE** the document as **hosting_term6** to your USB flash drive in the lesson folder.
- PAUSE. LEAVE** the document open to use in the next exercise.

The Bottom Line

CREATING AND MODIFYING HEADERS AND FOOTERS

A **header** appears on the top of a page and a **footer** appears at the bottom of the document's page. The Header & Footer group contains commands for inserting built-in headers, footers, and page numbers into a Word document.

The Page Number button in the Header & Footer group has commands for inserting page numbers at the top, bottom, or in the margin of a page using the built-in gallery. In this exercise, you learn to insert page numbers in a document.

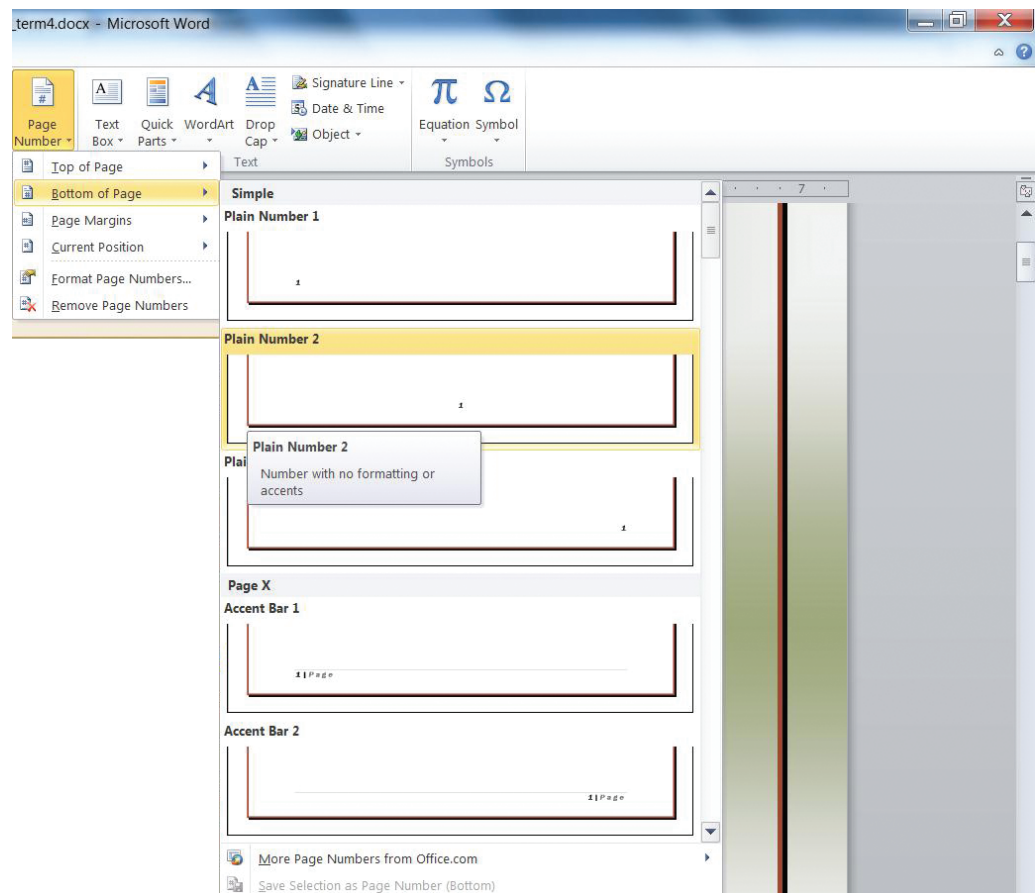
Adding Page Numbers

USE the document that is open from the previous exercise.

1. Place the insertion point anywhere on the first page.
2. Click the **Insert** tab.
3. In the Header & Footer group, click the **Page Number** button, and in the menu that appears, point to Bottom of Page; in the pull-down menu, select **Plain Number 2**, as shown in Figure 7-17. Page numbers are inserted on all pages. Notice that the Headers & FooterTools opens with the Design tab active.

Figure 7-17

Page Number menu



**CERTIFICATION
READY?** **3.5.1**

How do you add page numbers to every page?

4. In the Design tab, in the Close group, click the **Close Header and Footer** button. The Header & FooterTools closes.

5. **SAVE** the document in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.

Formatting Page Numbers

Word provides various types of numbering formats to choose from, such as *1, 2, 3 . . .*; *i, ii, iii . . .*; or *a, b, c . . .*. In addition to choosing a numbering style, Word's page number formatting commands enable you to decide where page numbering will begin, pause, and continue. In this exercise, you learn to change the page number format.

STEP BY STEP

Format Page Numbers

USE the document that is open from the previous exercise.

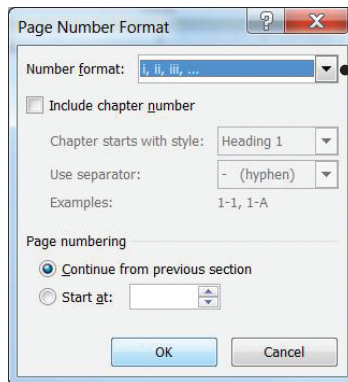
1. In the Headers & Footers group in the Insert tab, click the **Page Number** button to display the menu.
2. Click **Format Page Numbers**. The Page Number Format dialog box appears.
3. In the Number Format text box, click the drop-down arrow and select the **lowercase roman numerals option (i, ii, iii, . . .)** as shown in Figure 7-18. Selecting this option will change the number format to lowercase Roman numerals on all pages.

Figure 7-18

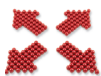
Page Number Format dialog box

**CERTIFICATION
READY? 3.5.2**

How do you format page numbers?



Click drop-down arrow to select format.



Another Way

Scroll down to the first footer on page 1 and double-click on the footer; the Header & Footer Tools display. Click Page Number and then Format Page Numbers to open the Page Number Format dialog box.

4. Click **OK**.

5. **SAVE** the document as **hosting_update** in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.

Removing Page Numbers

The Remove Page Numbers command will remove all page numbering in the document. In this exercise, you will remove all page numbers from the document.

STEP BY STEP

Remove Page Numbers

USE the document that is open from the previous exercise.

1. In the Headers & Footers group in the Insert tab, click the **Page Number** button to display the menu.
2. Click **Remove Page Numbers**. All page numbers are removed from the document.
3. Click **Undo** to restore all page numbers.
4. **SAVE** the document in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.

Inserting the Current Date and Time

Word's Insert tab contains a number of command groups that enable you to insert charts, graphs, images, and other elements into Word documents. In this exercise, you learn to use commands in the Insert tab to insert the date in a document.

STEP BY STEP

Insert Current Date and Time

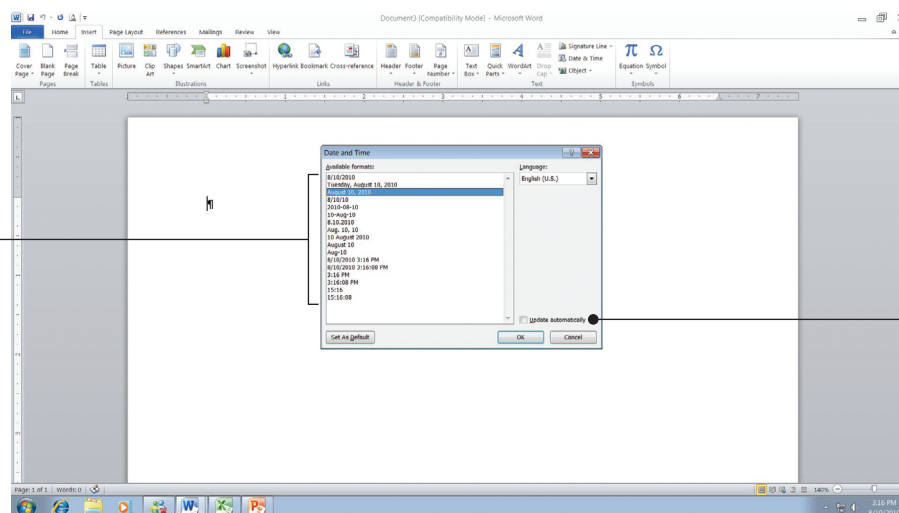
USE the document that is open from the previous exercise.

1. Position the insertion point in the third line on page 1, under the heading. Key **Date Submitted:** and press the **spacebar** once after the colon.
2. In the Text group, in the Insert Tab, click **Date & Time**. The Date and Time dialog box opens, as shown in Figure 7-19.

Figure 7-19

Date and Time dialog box

Available
format
options



Automatically updates
document with current
date when selected

CERTIFICATION
READY? 3.5.3

How do you insert the current
date and time in a document?

3. In the Available Formats list, select the ninth option, which displays the Day Month Year date format. Click **OK**. The selected format with the current date is inserted in the document.
4. Press **Ctrl+End**. The insertion point is on the last paragraph mark. Key **Time Submitted:** and press the **spacebar** once after the colon.
5. Click the **Date & Time** command, and in the Date and Time menu that appears, select the fourth option from the bottom of the Available Formats list, which displays time in hours and minutes, using the 12-hour clock format.
6. **SAVE** the document in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.

Inserting a Built-In Header or Footer

The Header and Footer commands provide options for inserting content at the top and bottom of pages and enable you to edit, remove, save, and view additional headers and footers online. You can choose to make the first page header and/or footer different from those on subsequent pages and place these elements on odd or even pages only using the Headers and Footers tools from the Design tab that appears when you insert one of these elements into your document. In this exercise, you learn to insert a built-in header and footer.



Ref

Earlier in this lesson, you learned how to insert headers and footers using Quick Parts.

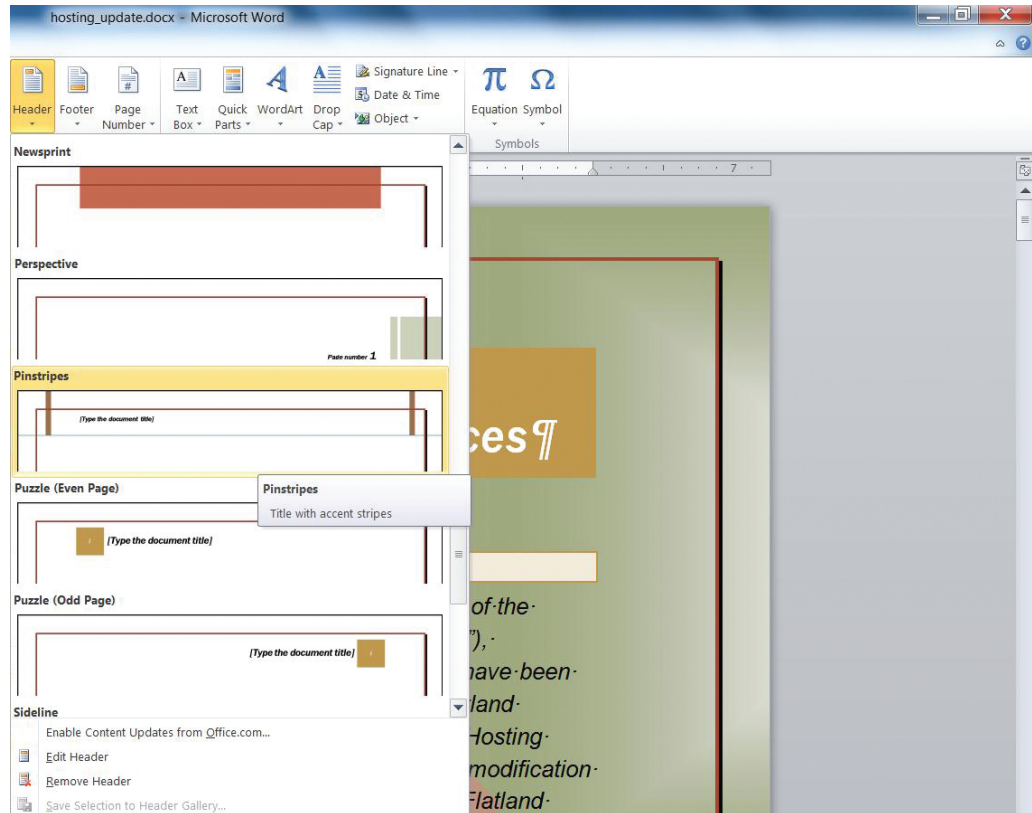
STEP BY STEP**Insert a Built-In Header or Footer**

USE the document that is open from the previous exercise.

1. In the Header & Footer group in the *Insert* tab, click the **Header** button, and in the drop-down menu that appears, scroll down to select the **Pinstripes** option, as shown in Figure 7-20. The header is inserted on every page and the Header & Footer Design tab opens.

Figure 7-20

Header menu



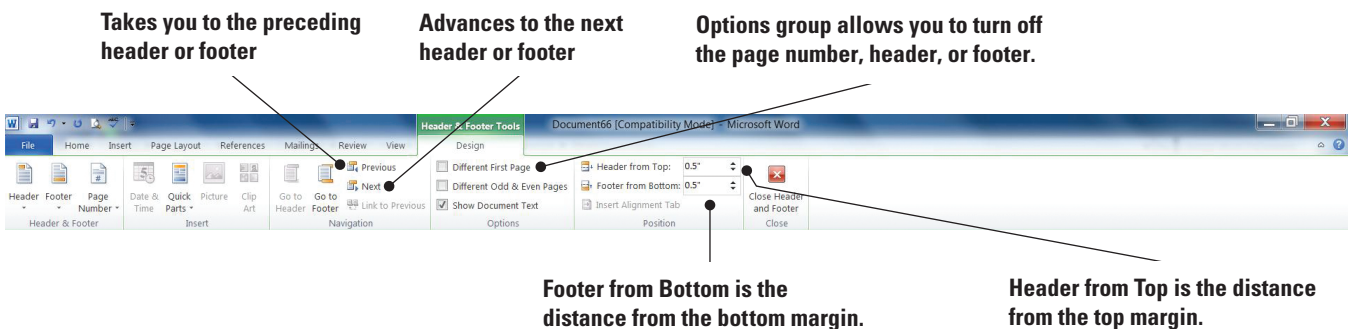
**CERTIFICATION
READY? 3.5.4**

How do you insert a built-in header or footer?

2. In the Options group of the Header & Footer Design tab, shown in Figure 7-21, click the **Different First Page** box. In the Navigation group, click **Previous** to go to the first page and notice the header is removed from the first page.

Figure 7-21

Header & Footer Tools



3. In the Navigation group, click **Next** to go to the header area of page 2.
4. In the Header & Footer group, click the **Footer** button and scroll down to click **Pinstripes** from the menu that appears. Notice the new footer inserts the word Page by the formatted page number that you inserted in a previous exercise (see Figure 7-22).

Figure 7-22

Footer with formatted page number



**CERTIFICATION
READY?** 3.5.8

How do you apply a different first page?

5. Click the **Close Header and Footer** button on the Design tab.

6. **SAVE** the document as **hosting_update1** in your USB flash drive in lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.

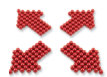
Adding Content to a Header or Footer

Content controls are individual programs that allow you to add information in a document, such as a header or footer. Content controls are used for templates, forms, and documents and are identified by a border and temporary text. In this exercise, you learn to add content to a placeholder in a header and footer.

STEP BY STEP

Add Content to a Header or Footer

USE the document that is open from the previous exercise.



Another Way

Click the Insert tab and in the Header & Footer group, click Edit Header.

1. Position the insertion point on the second page of the document and double-click the header to activate.
2. The placeholder [Type the document title] is selected.
3. Key **Guidelines and Requirements**, as shown in Figure 7-23, to create the text that will appear in your document's header.

Figure 7-23

Title in header

Content added to header



**CERTIFICATION
READY?** 3.5.5

How do you add content to a header or footer?

4. On the Navigation group on the Design tab, click **Go to Footer**; the insertion point moves to the page ii footer. Click **[Type text]** and key **Flatland Hosting Company** to replace the placeholder.
5. Select the text in the footer, including the page number. Display the Mini toolbar by right-clicking. Click the **drop-down arrow** at the Font box and change the Font to **Arial**.
6. Click the **Grow Font** button on the Mini toolbar to increase the font size to **12**.
7. Click the **Italic** button to turn off.
8. Click the footer to deselect.
9. Click the **Close Header and Footer** button on the Design tab to close. The Header & Footers Tools Design tab closes.
10. **SAVE** the document in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.

Changing the Position of a Header or Footer

The header and footer default location is .5" from the top and bottom margins. The Position commands option on the Header & Footer Tools enable you to change this default setting. In this exercise, you learn to modify the header and footer position.

STEP BY STEP**Change the Position of a Header or Footer**

USE the document that is open from the previous exercise.

1. Point to the header on the second page and double-click to activate the Header & Footer tools.
2. In the Position group, in the Header & Footer Design tab, click the Header from Top **scroll arrow** until the measurement in the selection box changes to **.2"**.
3. In the Position group, click the Footer from Bottom **scroll arrow** until the measurement in the selection box changes to **.2"**.
4. **SAVE** the document in your USB flash drive in the lesson folder.

PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY?**

3.5.7

How do you change the top and bottom margins for headers or footers?

Removing a Header or Footer

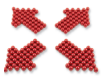
In this exercise, you learn to use the Remove Header or Footer command to remove all headers and footers from the document.

STEP BY STEP**Remove a Header or Footer**

USE the document that is open from the previous exercise.

1. In the Design tab, in the Header & Footer group, click the **Header** button and the menu appears.
2. Click **Remove Header**. The headers are removed from the document.
3. To remove all footers in the document, click the **Footer** button in the Header & Footer group. The menu appears.
4. Click **Remove Footer** and footers are removed from the document.
5. **SAVE** and **CLOSE** the document as **hosting_final** in your USB flash drive in the lesson folder.

CLOSE Word.

**Another Way**

Double-click the Header or Footer and press Delete. This will remove all headers or footers.

**CERTIFICATION
READY?**

3.5.6

How do you delete a header or footer?

SKILL SUMMARY

| In This Lesson, You Learned How To: | Exam Objective | Objective Number |
|--|---|------------------|
| Format, create, and customize a theme | Use a theme to apply formatting. | 3.2.1 |
| | Customize a theme. | 3.2.2 |
| Use Quick Parts in a document | Add built-in building blocks. | 3.3.1 |
| Format a document's background | Set a colored background | 3.4.2 |
| | Format a document's background. | 3.4.1 |
| | Add a watermark. | 3.4.3 |
| | Set page borders. | 3.4.4 |
| Create and modify headers and footers | Insert page numbers. | 3.5.1 |
| | Format page numbers. | 3.5.2 |
| | Insert the current date and time. | 3.5.3 |
| | Insert a built-in header or footer. | 3.5.4 |
| | Apply a different first page attribute. | 3.5.8 |
| | Add content to a header or footer. | 3.5.5 |
| | Change margins. | 3.5.7 |
| | Delete a header or footer. | 3.5.6 |

Knowledge Assessment

True/False

Circle T if the statement is true or F if the statement is false.

- | | | |
|---|---|---|
| T | F | 1. A watermark is a text or graphic printed behind text. |
| T | F | 2. To edit a header or footer, you must triple-click to activate a header or footer. |
| T | F | 3. The Header & Footer Tools display in the Ribbon after a header or footer is inserted. |
| T | F | 4. Built-in headers and footers provide instant design. |
| T | F | 5. If you make any changes to the colors, fonts, or effects of the current theme, you can save it as a custom version and apply it to future documents. |
| T | F | 6. A picture can be inserted as a page background. |
| T | F | 7. A header and footer cannot be used in the same document. |
| T | F | 8. You can specify a different header for odd and even pages. |
| T | F | 9. Page colors are the background color of a page. |
| T | F | 10. A footer can contain text or graphics. |

Multiple Choice

Select the best response for the following statements.

1. Building blocks can be sorted by all EXCEPT which of the following?
 - a. Name
 - b. Creator
 - c. Gallery
 - d. Category
2. _____ is a new option within the Quick Parts menu.
 - a. AutoComplete
 - b. Auto Organizer
 - c. AutoText Insert
 - d. AutoText
3. Identify the tiny program that includes a label for instructing you on the type of text to include and a placeholder that reserves a place for your new text.
 - a. Placeholder
 - b. Fields
 - c. Content Control
 - d. All of the above
4. A document theme includes sets of which of the following?
 - a. Colors
 - b. Fonts
 - c. Effects
 - d. All of the above
 - e. None of the above
5. A line inserted around the page is called a _____.
 - a. Document page border
 - b. Border
 - c. Page border
 - d. None of the above

6. To preview a style or a theme, you must do which of the following?
 - a. Place your pointer over the choice
 - b. Print the document
 - c. Set up the document properties
 - d. It is not possible to preview a style or theme.
7. The _____ provides a way to manage building blocks by editing, deleting, and/or inserting them.
 - a. Quick Organizer
 - b. Cover Page
 - c. Text box
 - d. Organizer
8. A _____ is a placeholder that tells Word to insert changeable data into a document.
 - a. Field name
 - b. Field
 - c. Data field
 - d. Data source
9. Customized company logos applied to a page background is called a(n) _____.
 - a. MarkArt
 - b. Insert picture command
 - c. Watermark
 - d. SmartArt
10. In the _____ dialog box, you can specify to insert a page border on only the first page of a document.
 - a. Page Border
 - b. Borders and Shading
 - c. Page Border tab
 - d. Line Border

Competency Assessment

Project 7-1: Elevator Communications

Montgomery, Slade & Parker uses elevator communications for in-house announcements, invitations, and other employee relations documents. In each elevator, a durable 8½" × 14" clear plastic frame has been installed in which announcements can be inserted and changed on a regular basis. Create a document for approval that recognizes employee award winners and invites employees to a reception to honor these award winners.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** *congratulations* from the data files for this lesson and **SAVE AS** *elevator_com* in your USB flash drive in the lesson folder.
2. In the Page Background group, in the Page Layout tab click the **Page Color** menu. In the Theme Colors section, select **Olive Green, Accent 3, Lighter 60%**.
3. Click the **Page Borders** button. In the Borders and Shading dialog box, click **Shadow** in the Setting section. Click the **Width** menu and choose **3** pt. In the Color section, select **Olive Green, Accent 3, Darker 50%**. Click **OK**.
4. In the Page Setup group in the Page Layout tab, click the **Size** menu and select **Legal**.
5. Launch the **Page Setup** dialog box and click the **Layout** tab. In the Page section, change the Vertical Alignment to **Center**.
6. **SAVE** the document in your USB flash drive in the lesson folder and then **CLOSE**.

LEAVE Word open for the next project.



The *congratulations* document file for this lesson is available on the book companion website or in WileyPLUS.

Project 7-2: Reference Letter

A former employee at Flatland Hosting Company has asked for a reference letter.

GET READY. LAUNCH Word if it is not already running.

@ The **reference letter** document file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** **reference_letter** from the data files for this lesson and **SAVE AS** **jasmine_reference** in your USB flash drive in the lesson folder.
 2. In the Page Layout tab, in the Themes group, click **Themes** and click **Origin** from the gallery menu.
 3. **SAVE** the document in your USB flash drive in the lesson folder and then **CLOSE**.
- LEAVE** Word open for the next project.

Proficiency Assessment

Project 7-3: Letterhead

Create a new letterhead for the Flatland Hosting Company.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** a new blank document and **SAVE AS** **FHClletterhead** in your USB flash drive in the lesson folder.
2. In the Insert tab, in the Header & Footer group, insert the **Tiles** built-in header and key the document title as **Flatland Hosting Company**. **Bold** the text and change the size to **18 pt**.
3. Right-click the **Content Control**, **Year**, and click **Remove Content Control**.
4. Insert the **Tiles** built-in footer and key the company address as **1234 Grand Street, Forest Grove, OR 97116**. Select the page number and press the **Delete** key. Close the Header and Footer.
5. **SAVE** the document in your USB flash drive in the lesson folder and then **CLOSE**.

LEAVE Word open for the next project.

Project 7-4: Two-Page Resume

Your friend Mike has revised and added some information to his resume, and it is now two pages long. Update the formatting to include a header and footer.

GET READY. LAUNCH Word if it is not already running.

@ The **mzresume2** document file for this lesson is available on the book companion website or in WileyPLUS.

1. **OPEN** **mzresume2** from the data files for this lesson and **SAVE AS** **mzresume2updated** in your USB flash drive in the lesson folder.
2. In the Page Layout tab, click the **Margins** menu and select **Custom Margins**. In the Page Setup dialog box, change the top, bottom, left, and right margins to **1.25"**.
3. Click **OK**.
4. In the Insert tab, in the Header & Footer group, click the **Header** menu and select **Stacks**.
5. In the header document title, key **Resume of Michael J. Zuberi**.
6. In the Options group, click the **Different First Page** box.
7. In the Navigation group, click **Next**. In the Header & Footer group, click the **Footer** button and select **Stacks**.
8. Select the **Content Control**, **[Type the Company Name]**, and right-click and **Remove Content Control**. Close the Header and Footer.
9. **SAVE** the document in your USB flash drive in the lesson folder and then **CLOSE**.

LEAVE Word open for the next project.

Mastery Assessment



The **soccer** document file for this lesson is available on the book companion website or in WileyPLUS.

Project 7-5: Postcard

It's soccer season again, and the YMCA is sending out postcards to all participants who played last season.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** **soccer** from the data files for this lesson and **SAVE AS** **postcard** in your USB flash drive in the lesson folder.
2. Customize the page size to **4" x 6"**, the orientation to **Landscape**, and the margins to **Narrow**.
3. Insert a page border and add a red double-line page border with a box setting and set the width to **3/4 pt**.
4. In the Fill Effects dialog box select **One Color** in the Color 1 section and select **Red, Accent 2, Lighter 80%**. In the Shading styles section, select **Diagonal up**. Under Variants, click the sample **horizontal** pattern in the lower-right corner.
5. Add a **Custom Watermark** in the Text watermark section and replace ASAP with **YMCA SOCCER**. Click the **Horizontal** button and click **OK**.
6. **SAVE** the document in your USB flash drive in the lesson folder and then **CLOSE**.

LEAVE Word open for the next project.

Project 7-6: Thank-You Card

Create thank-you notes that match the style of Mike's new two-page resume.

GET READY. LAUNCH Word if it is not already running.

1. Create a new blank document and **SAVE AS** **thankyou** in your USB flash drive in the lesson folder.
2. Customize the page size to **5.5" x 8.5"**, leave the orientation at the default, and change the margins to **narrow**. The goal is to format the document appropriately and fold the document in the middle so that the text, *Thank You*, will be on the front of the note card.
3. Refer to the built-in footer used in the **mzresume2updated** document and insert that footer in your current document. In the *Content Controls* placeholder, key **Thank You**. For consistency, use the same font, size, and style as Michael J. Zuberi's name on the resume.
4. **SAVE** the document in your USB flash drive in the lesson folder and then **CLOSE**.

CLOSE Word.



INTERNET READY

Studies have identified which cities are the "Best Places to Live." Choose one of the top ten and find out why it ranked high. Create a promotional document touting the positive

ranking and listing reasons for the ranking. The document could be a flyer, postcard, or letter that city officials could mail to prospective businesses and families who request information about the city.

Workplace *Ready*

CREATING A FLYER AND APPLYING THEMES AND QUICK PARTS

You are the assistant to two managers at Flatland Hosting Company. They have decided to distribute monthly flyers to all employees on new happenings within the company.

They have asked you to format the monthly flyer using the new skills you have learned in Word. Create a flyer promoting Internet services to employees at a discounted rate and include security and privacy issues. Be innovative; incorporate features such as adding a customized theme, watermark, page color, and page border, and apply an appropriate building block to produce a flyer that will capture employees' attention. Insert the current date as a footer.
